TITLE: **FIREFIGHTER**

Class specifications are intended to present a descriptive list of range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

DEFINITION:
To perform a wide variety of administrative and technical tasks and functions in support of fire suppression, fire prevention, rescue operations, swift water rescue and hazardous materials: and other emergency operations for the Kickapoo Tribe In Kansas Fire Department.

SUPERVISION RECEIVED AND EXERCISED:
Receives general supervision from the Engine Captain and higher ranking officials. Exercises no supervision.

RESPONSIBILITIES AND DUTIES: - Important responsibilities and duties may include, but are not limited to, the following:

1.   Under the supervision of the Engine Captain, the Firefighter shall be employed to perform on a full time basis in a wage/hourly position. This position will require that the Firefighter work 24-hour rotating shift. The duty days and hours may be changed at the discretion of the Fire Chief.
2.   Responds to alarms and special duties as assigned or summoned to.
3.   If first on-scene, assumes command at fires or emergencies. When the incident goes beyond the fire fighters capabilities, command is transferred to the next highest ranking official available.
4.   Notifies supervisor of extraordinary events – I.e. Excessive property damage, serious accidents, serious injury, deaths, or any condition that is a threat tot eh department welfare.
5.   Responsible for filing reports regarding fires and other emergencies.
6.   Maintain and causes to be maintained files and records.
7.   Maintains required certification as required for assigned duties.
8.   Conducts inspection of fire stations, grounds, apparatus and equipment.
9.   Attends meetings as necessary for the proper dissemination of information and procedural update and changes in department policy.
10. Establishes and maintains an effective working relationship with fellow employees and the public.
11. Establishes and maintains an effective working relationship with other fire department and law enforcement agencies.
12. Participates in fire prevention, preparedness, detection, fire suppression, resource rehabilitation, mobilization (set up), and training programs.
13. Performs duties with guidance from supervisors.
14. Solves problems related to the work assigned.
15. The firefighter is subject to medical examination and must pass the work capacity test for arduous positions.
16. Respond to emergency calls; provide appropriate services as required including an emergency rescue, high-angle or aerial rescue, swift water, and confined space rescue, hazardous materials operations and fire suppression; prepare reports regarding emergency incidents as assigned.
17. Perform rescues for trapped or injured persons; provide necessary emergency medical services; operate numerous types of rescue, emergency and fire suppression equipment.
18. Participate in cleaning and maintaining station facilities, grounds equipment and apparatus; ensure that all equipment and apparatus are in constant state of readiness for emergency calls.
19. Study street, roads, hydrant and residential location in an assigned district; study building plans and fire prevention systems in buildings in an assigned district.
20. Respond to a variety of hazardous materials incidents; to perform defensive or offensive activities which will be dependent upon levels of certification in accordance with tribal, state and federal regulations; maintain knowledge and training about hazardous materials.

21. Maintain constant training in all area of fire suppression, prevention, emergency medical techniques, hazardous materials response, and other operations and activities of a department.
22. Use department computer equipment to input, review and access records, information and other various data.
23. May drive apparatus or operate apparatus on emergency calls or at an incident scene.
24. Give tours of assigned fire station, demonstrate fire equipment and apparatus, and participate in other educational programs for various groups and general public.
25. Perform other duties as assigned.

QUALIFICATIONS:
Knowledge of:
- Policies, procedures, standard operating guidelines, standards of conduct, rules and regulation of the Kickapoo Tribe and Kickapoo Tribe in Kansas Fire Department.
- Operation, maintenance and uses of modern fire fighting apparatus and equipment.
- Methods, techniques and equipment used in providing emergency medical services.
- Uniform Fire and Building Codes
- Modern office procedures, methods and equipment including computers and related software and equipment.
- The geography of the Kickapoo Tribe in Kansas Reservation and surrounding area.
- Various building construction techniques and the consequence of each type on fire suppression and prevention activities.
- English usage, spelling, grammar and punctuation.
- Technical and administrative aspects of fire suppression and prevention and emergency medical services.
- Specialized communication equipment.

Privacy Act:
Employee must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC, 552a) (i)(l).

Drug-Free Workplace Policy:
As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:
Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472) and Kickapoo Tribal Employment Rights Ordinance (TERO). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Job description: Firefighter

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Employee signature   Date   Supervisor signature   Date

Approved by CS/ 1-8/07